



C A L I F O R N I A   D E P A R T M E N T   O F  
**Mental Health**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

**CAREER EXECUTIVE ASSIGNMENT**

**EXAMINATION ANNOUNCEMENT**

**MEDICAL DIRECTOR, STATE HOSPITAL/DEVELOPMENTAL CENTER, C.E.A.**

**COALINGA STATE HOSPITAL**

**Salary Range: \$17,068 - \$24,495**

**Final Filing Date: Until Filled**

**POSITION DESCRIPTION**

The Coalinga State Hospital Medical Director is the primary physician of the hospital and has responsibility for development of standards, policies, and procedures for clinical practice in the hospital; organization, integration, and continuing education of all clinical staff; direction and coordination of diagnostic, and evaluative activities; treatment programs, and care of patients; and implementation of Federal and State laws and regulations, and Department of Mental Health policies, and directives which pertain to the clinical functions of the hospital. The individual maintains liaison with national, state, and local mental health agencies, and professional and educational organizations in order to keep abreast of contemporary standards and knowledge; participates in recruitment, selection, and allocation of all clinical staff; makes recommendations to the Executive Director about selection and direction of program staff, administrative staff, and committee memberships; and represents the Department and the hospital as required in consultation and negotiations with external agencies, community representatives, professional visitors from other States and countries, and news media.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) **AND**

**EITHER I**

One year of experience in the California state service performing the duties of a Program Director (Medical).

**OR II**

Two years of experience in the California state service performing the duties of an Office of Program Review Consultant (Medical), State Hospitals.

**OR III**

Five years of clinical experience as a Physician and Surgeon; Physician and Surgeon, Correctional Facility; Physician and Surgeon, Departments of Mental Health and Developmental Services; Staff Psychiatrist; Staff Psychiatrist, Correctional Facility; or Staff Psychiatrist, Departments of Mental Health and Developmental Services working with developmental disability or mental disability clients.

## **KNOWLEDGE AND ABILITY**

Knowledge of principles, procedures, and techniques used in planning, evaluating, and administering a multidisciplinary treatment program; principles and practices of personnel management and effective supervision; California's laws and rules pertaining to hospital administration; principles and practices of community organization, management, and procedures; principles and methods of general medicine and surgery; principles and practices of psychiatry, psychiatric social work, physical therapy, psychology, rehabilitation therapies, and other ancillary medical services; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to formulate and manage a multidisciplinary patient treatment program; integrate the programs with the overall functions of the hospital or developmental center; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures; analyze complex medical and administrative problems and take effective action; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **SPECIAL PERSONAL CHARACTERISTICS**

Demonstrated leadership ability; sympathetic and objective understanding of the problems of the mentally ill and developmentally disabled; tact; patience; and emotional stability.

## **DESIRABLE QUALIFICATIONS**

1. Managerial experience of medical personnel in a hospital or psychiatric facility.
2. Experience and knowledge of the principles and practices of psychiatry, psychiatric social work, and other clinical therapies and ancillary medical services as demonstrated in the selection and allocation of clinical staff.
3. Knowledge of administrative problem solving; principles and practices of personnel management.
4. Knowledge of planning, evaluating, and administering the work of a multi-disciplinary treatment program including recommending effective courses of action related to treatment programs and the general administration of clinical services.
5. Analyzing complex problems and recommending effective courses of action related to policy and procedure.
6. Negotiation and communication skills requiring the ability to deal with a variety of sensitive internal and external issues.
7. Ability to present self and ideas effectively; establish and maintain effective working relationships with staff, top level administrators, representative to all levels of government – national, state, and local as well as the general public.
8. Knowledge of California laws and rules pertaining to clinical functions of the hospital administration.
9. Knowledge of Joint Commission on Accreditation of Healthcare Organizations policies and standards.
10. Knowledge of the mental health model based on the concept of recovery from severe mental disorders and its application in an inpatient psychiatric hospital.
11. Leadership and management ability in addition to showing initiative and independence of action in policy and decision-making.
12. Knowledge of professional and educational organizations particularly focused in principles of forensic recovery models.
13. Knowledge of California State government including the organization and practices of the legislature and Executive Branch and knowledge of Department of Mental Health and mental health programs.

## **FILING INSTRUCTIONS**

1. Submit a Standard State Application (Form 678) and a separate "Statement of Qualifications".
2. The Statement of Qualifications must consist of a description (outlined, narrative, or bullet points) of your education, training, and experience as they relate to the minimum qualifications and desirable qualifications for the position.
3. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and **NO MORE THAN THREE PAGES IN LENGTH with the font size of at least 10**. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
4. Resumes do not take the place of the Statement of Qualifications.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

All interested applicants may submit the State Application and Statement of Qualifications to:

**Department of Mental Health  
Personnel Section - Attention: Shuet Tang  
1600 9th Street, Room 121  
Sacramento, CA 95814**

**EXAMINATION INFORMATION**

The examination consists of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for this position, each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information on experience and education applicable to these qualifications. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list for the Department of Mental Health, Coalinga State Hospital. The list will only be used to fill the Medical Director position at the Coalinga State Hospital. Direct questions concerning the exam process to Shuet Tang at (916) 654-2604. California Relay for the hearing impaired: from a TDD phone (800) 735-2929, from a Voice Phone (800) 735-2922.